

January 2008

## Guide for Registered Consultants

### What is a Registered Consultant?

Registered Consultants are qualified engineers who are familiar with Coliban Water's design specifications and requirements. They can manage the survey, design, construction, contract administration, insurance, supervision and safety of the works on behalf of a property owner.

### Registration

Registration is granted for a period of 12 months, after which time you must reapply. The Register is reviewed on an annual basis to ensure that registered consultants continue to meet the selection criteria. Consultants registered as Level 1 are able to manage water and sewerage extensions for up to five lots, while Level 2 consultants are recognised as having the technical expertise to manage mains extensions of five lots or more.

### Responsibilities

As a Registered Consultant you are responsible for the survey, design, contract administration, supervision and safety of the works on behalf of the property owner. You must ensure that all works are constructed in accordance with the design, and with Water Services Association of Australia Codes and Coliban Water Annexures. You will need to take responsibility on behalf of the property owner for the supply of all materials and for the quality and installation of the works. You are also responsible for the performance of any contractors employed during the course of the works.

### Neighbouring Properties

You must ensure that neighbouring property owners affected by the works have consented to the design proposal and given permission for entry to their property to carry out the works. You will need to contact Coliban Water to arrange a planned shutdown and submit a copy of the ownership and title details of property owners affected by the works. Property owners affected by an interruption to water supply must be notified at least 2 working days before a planned shutdown. Coliban Water can provide 'interruption to water supply' cards on request.

### Payment of Fees & Charges

In addition to the cost of the mains extension works, the owner is required to pay a Project and Administration Fee and Augmentation fee to Coliban Water.

The Project and Administration fee is based upon the extent of the work and covers the cost of assessing the application, reviewing the design, updating computerised geographic systems and auditing the works. Payment of the Project and Administration fee is required when Design Plans are lodged with the Design Certification Form (F09G).

The Augmentation fee is payable for each newly serviced allotment supplied by Coliban Water's sewer and/or water mains. It contributes to the development of infrastructure which has the capacity to meet increased demands placed on supply systems by new developments. The Augmentation fee is payable when the Construction Certification Form F09H is lodged. In the case of an existing allotment, the Augmentation fee will appear on your first quarterly account following Coliban Water's consent to connect the water and/or sewer main.

As a Registered Consultant you must ensure that the property owner is aware of these charges, and that Coliban Water receives payment.

### Coliban Water

PO Box 2770 Bendigo  
Victoria 3554  
Tel: 1300 363 200  
Fax: 03 5434 1341  
coliban@coliban.com.au

*If you have any questions about the mains extension process, please contact Coliban Water between 8am and 5.30pm Monday to Friday on 1300 363 200.*

## Submitting Plans

You must submit two hard copies of the Design Plans with a Design Certification Form (form F09G) to Coliban Water at least five working days before works commence. You will also need to liaise with Coliban Water during construction of the works to arrange planned shutdowns and chlorination of mains.

When submitting As Constructed Drawings, you must provide two paper copies and one digital copy. You will also need to submit a Construction Certificate Form F09H on completion of the works.

## Defects Liability Period

The Defects Liability Period is for 12 months from the day the Construction Certification Form is received by Coliban Water. You will need to inspect the site at the end of the Defects Liability Period to ensure that any defects have been repaired and tested.

You can submit an End of Defects Liability Form F09J when no defects are apparent, and all works have been completed in accordance with Coliban Water's standards and specifications. The works will then become the property of Coliban Water.

## Audit Process

Consultant's performance is monitored principally by way of audits conducted by Coliban Water. Audits may include a Design Audit, Construction Audit, Process Audit and Safety Audit.

Following the identification of any nonconformance, the Consultant will be advised in writing of the audit results and the corrective action required.

## Downgrading or Deregistration

Coliban Water reserves the right to downgrade, de-register or suspend a consultant at any time, and for a period specified by Coliban Water.

A consultant may be downgraded, deregistered or suspended if the company fails to:

- possess the technical expertise
- keep all insurances current
- follow the documented process
- rectify non conformances to the satisfaction of Coliban Water.

## Registered Consultants Checklist

- Submit Concept Plans to Coliban Water for approval.
- Await Coliban Water's letter of conditions.
- Ensure that neighbouring property owners affected by the works have consented to the design proposal and given permission for entry to their property to carry out the works.
- Ownership details of property owners affected by the works must be submitted to Coliban Water.
- Submit two hard copies of the Design Plans to Coliban Water (with Design Certification form F09G) with the Project and Administration fee to Coliban Water at least 5 working days before works commence.
- Liaise with Coliban Water concerning planned shutdowns and the chlorination of mains.
- Inform property owners affected by the interruption to water supply at least 2 working days before a planned shut down.
- Lodge two hard copies and a digital copy of the As Constructed Plans, Construction Certification Form F09H and Augmentation fee (for subdivisions) on completion of the works. The Augmentation fee on existing allotments will appear on the property owner's first quarterly account following approval for service connection.
- The Defects Liability Period will commence from the day the Construction Certification Form F09H is received by Coliban Water if, following a site inspection by Coliban Water, all works have been satisfactorily completed.
- Ensure that any faults identified during the Defects Liability Period, being 12 months, are repaired at the property owner's expense.
- Jointly inspect the site with Coliban Water prior to the end of the Defects Liability Period. Arrange for any defects to be rectified.